



College Prep Program Director

Our Mission

Future 5 connects motivated, under-resourced students in Stamford to the people and resources they need to achieve their educational, career and life goals.

Position Overview

The College Prep Program Director provides strategic leadership, vision, and oversight for all college access and readiness programming at Future 5, while providing hands-on support for students, families and coaches. This role is responsible for designing, strengthening, and scaling a comprehensive College Prep program that ensures student members successfully matriculate to and persist through post-secondary pathways aligned with their goals.

The College Prep Program Director supervises and works hand-in-hand with the College Prep Manager and team, establishes measurable program outcomes, manages data and evaluation systems, cultivates strategic college and scholarship partnerships, and ensures high-quality, individualized support for all college-bound seniors and juniors. This role includes direct case management, as well as systems leadership, performance management, external representation, and long-term program sustainability.

The magic of Future 5 lies in the power of connection and the individualized support we provide to each member. We connect our students to the people, opportunities and resources that will help them reach their educational and life goals. The College Prep Program Director provides daily, individualized support to members, as well as serves as a member of the leadership team helping to shape the future of Future 5.

Key Responsibilities

1. Strategic Leadership & Program Vision

- Set and execute a multi-year strategy for Future 5's College Prep programming aligned with organizational priorities and student outcomes.
- Establish and meet annual program goals, success benchmarks, and key performance indicators (KPIs) related to applications, FAFSA completion, scholarship attainment, matriculation, and persistence.
- Provide programming that reflects best practices in college access, financial aid literacy, and equity-centered advising.
- Lead continuous improvement efforts using data and stakeholder feedback.
- Ensure alignment between senior college access programming and junior-year preparation workshops.

2. Programming & Quality Assurance

- Provide of all aspects of the college process including:
 - College list development
 - Application strategy and essay development
 - FAFSA and CSS Profile completion



- Scholarship identification and submission
- Financial aid analysis and responsible decision-making
- May 1 deposit support and final matriculation verification
- Ensure that Program Director and College Prep Manager maintain strong caseload management systems and meets established service standards.
- Develop and monitor quality benchmarks for student engagement, milestone completion, and deadline adherence.
- Partner with College Success Program to ensure a smooth transition to college for members.

3. Staff Supervision & Volunteer Leadership

- Directly supervise, coach, and evaluate the College Prep Manager.
- Provide ongoing professional development, performance management, and leadership growth for the organization as a member of the leadership team.
- Manage the structure and effectiveness of the volunteer College Coach model (approximately 2/3 of juniors and seniors matched annually).
- In partnership with the Volunteer Manager, ensure strong training, communication systems, and accountability for volunteer coaches.
- Support staff in identifying and escalating academic, financial, or social intervention needs early.

4. Data, Outcomes & Accountability

- Oversee all College Prep data systems and reporting processes.
- Ensure timely and accurate tracking of student progress using qualitative and quantitative measures.
- Analyze trends in admissions results, financial aid packages, scholarship awards, and college persistence.
- Use data to inform program adjustments and strategic planning.
- Provide regular impact reporting to Executive Leadership, Development, and external stakeholders.

5. Partnerships & External Relations

- Develop and steward relationships with:
 - College admissions offices and regional feeder institutions
 - Community scholarship partners
 - School guidance departments
 - Postsecondary transition partners
- Formalize a process to strengthen admissions pipelines and institutional partnerships through increasing the number of Memorandums of Understanding (MOUs).
- Represent Future 5 at community events, college fairs, and partner meetings.
- Utilize volunteer coaches to increase access to opportunities including college tours, fly-ins, on-site mini fairs, scholarship visits, and special events.

6. Program Development & Organizational Contribution

- Lead curriculum refinement for senior and junior workshops.
- Plan and lead major College Prep-related events including college tours and graduation.



- Collaborate with Development and Communications teams to share student success stories and support fundraising efforts.
- Contribute to organizational planning, budgeting, and long-term growth strategy.
- Ensure College Prep programming aligns with Future 5's mission and cultural values of connection, optimism, and vibrancy.

Qualifications

Required:

- Bachelor's degree
- 5+ years of progressive experience in college access, or educational program leadership.
- Experience working with high school students
- Demonstrated supervisory and team leadership experience.
- Willingness to roll up your sleeves and engage
- Strong knowledge of college admissions processes, FAFSA/CSS Profile, financial aid analysis, and scholarship systems.
- Demonstrated commitment to educational equity and underserved populations.
- Strong data analysis and program evaluation skills.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft 365 ; database experience (e.g., Airtable) preferred.
- Valid driver's license for driving our members to college visits.

Preferred:

- Fluency in Spanish or Haitian Creole.
- Master's degree in Higher Ed, Educational Counseling or related field

Core Competencies

- Strategic and systems-level thinking
- Equity-centered leadership
- Coaching and talent development
- Results orientation and accountability
- Partnership cultivation and community engagement
- Data-informed decision-making
- Strong organizational and operational management

Impact of the Role

Success in this role ensures:

- High school seniors graduate and land with a plan
- High School students matched to a college coach in junior year
- High college application and FAFSA completion rates
- Strong scholarship attainment
- Strengthened relationships/agreements with colleges/universities
- Responsible financial decision-making by families
- Increased matriculation and postsecondary persistence
- Sustainable and scalable College Prep programming